
Request for Proposals

159 N. Maple Avenue

Redevelopment Authority
of the
City of Green Bay

Released: June 1, 2017



Request for Proposals: 159 N. Maple Avenue Green Bay, WI

I. Introduction

A. Project Summary

The Redevelopment Authority of the City of Green Bay (RDA) is soliciting proposals from highly qualified developers to convert and rehabilitate the four unit multi-family residence at the SW corner of N. Maple Avenue and Hubbard Street into a single-family owner occupied residence.

B. Project Goals

The RDA's goals for this residential property include the following:

1. Convert residence from multi-family to single-family.
2. Apply a design approach that complements the historical scale and character of the property. Great care must be taken to preserve the historical elements of the property such as leaded glass, fireplace mantel, decorative trim work, etc.
3. Leverage the "Love Here, Live Here" campaign implemented by On Broadway, Inc. and supported by the Fort Howard Neighborhood Association.
4. Upon completion, project must stand out as a catalyst for the neighborhood, showcasing the successes of public/private developments.

C. Property Summary

Location: SW corner of N. Maple Avenue and Hubbard Street

Property Ownership: RDA

Parcel: 4-111

Site Size: 73' x 80' (6,192 SF)

Building Size: 3,492 SF

Type of Project: Residential

Current Fair Market value: \$64,200



II. Proposal Requirements

A. Proposal Content and Organization

To achieve a uniform review process and a degree of comparability, the proposals should be organized in the following order and contain all of the following information:

1. Title Page

Show the proposal title, the name of firm, address, telephone number(s), name of contact person, the date, and other relevant company information.

2. Investment

Describe the project. Provide a scope of work listing items to be rehabilitated and the type of materials to be used. (At this time it is understood that the plans are preliminary.) Quality materials should be utilized for project and should be medium to high grade in nature. Scope of work should also include yard and landscaping plans. Property will need to be code compliant when complete.

The development should be compatible with the scale and character of a historic neighborhood. Things such as siding and exterior trim must be consistent, in design, with the original neighborhood architecture. Proposals should reflect careful evaluation of the project's relationship to the adjacent residential neighborhood.

State the estimated rehab investment costs as well as expected sales price for completed project. Developer should provide a budget for rehab costs. This should include a detailed and comprehensive breakdown of all costs as well as an assessed need for **grant funding***. Grant funding will be available to draw at agreed upon intervals throughout the duration of the project. Developer will be responsible for obtaining all building permits; all associated fees will be waived. **There is no purchase price** required for this property.

3. Capacity

Developer must provide a timetable for the rehabilitation activities including start and completion dates as well as a final goal for attaining occupancy of the property. Briefly discuss other projects (if any) that may limit the developers ability to complete this project in a timely manner.

4. Financials

Proposals should identify planned sources of financing for site acquisition and rehabilitation costs of the project. Attach any proof of funding sources; i.e. bank statements, loan approvals, etc.

5. Experience

Explain the developer's qualifications and related experience in rehabilitating properties. Discuss how the property will be marketed. Provide any examples of previous projects that may relate to this type of rehabilitation. Provide a list of contractors/ subcontractors to be used for this project.

B. Submittal Requirements

Proposals must be received by the RDA by Wednesday, June 28, 2017, no later than 4:00pm.

Please send proposals to:

City of Green Bay
Department of Community & Economic Development
Attn: Ken Rovinski
100 N Jefferson St, Room 608
Green Bay, WI 54301
OR
Email to: kennethro@greenbaywi.gov

III. Selection Process and Criteria

A. Selection Criteria

Selection Criteria will be graded as follows:

Factor	Point Value Up to
Investment	40
Structural analysis	(4)
Layout	(4)
HVAC & utility analysis	(4)
Interior finishes	(4)
Exterior & landscaping	(4)
Expenses*	(4) x4
Expected sale price	(4)
Capacity	8
Time to complete	(4)
Ability	(4)
Financials	4
Funding sources	(4)
Experience	8
Marketing strategy	(4)
Previous projects	(4)
Total Points	60

Grading scale: Exceptional Substandard

4	3	2	1	0
A	B	C	D	F

*The assessed need for grant funding will be evaluated against the total expenses for the project. This will be graded at a x4 multiplier. Amount of grant funding should be appropriately balanced with the scope of the project.

B. Walkthrough

A building walkthrough will be required for any developer who wishes to submit a proposal for this project. There will be a sign in sheet on site to verify attendance. The property will be open on Thursday, June 8, 2017 from 8 am to 11 am. This will be the only time the property will be open to view for inspection. Make arrangements for any sub-contractors or interested parties to attend at this time.

C. Questions and Comments

All questions shall be submitted in written form to the contact information provided below by Wednesday, June 14, 2017. Answers will then be provided, via the City website, as a part of an addendum to this RFP.

Mail to: City of Green Bay
Department of Community & Economic Development
Attn: Ken Rovinski
100 N Jefferson St, Room 608
Green Bay, WI 54301
OR

Email to: kennethro@greenbaywi.gov

D. Selection Process

The Developer selection process will involve the following primary steps:

1. *Proposal Review*
2. *Staff Recommendation of Selected Developer*
3. *RDA Approval of Selected Developer*
4. *Finalize / Execute Development Agreement*

E. Timeline

- Contractor walkthrough: Thursday, June 8, 2017 @ 8am
- Questions due by: Wednesday, June 14, 2017
- Addendum posted: Wednesday, June 21, 2017
- Proposals due by: Wednesday, June 28, 2017 by 4:00pm
- RDA selection: Tuesday, July 11, 2017

F. Rules Governing Competitive Evaluation

1. Examination of Request for Proposals

Applicants should carefully examine the entire RFP, any addenda, and all related materials and data referenced in the RFP. Applicants should become fully aware of the nature of the work and the conditions while performing the work.

2. Contract Negotiations

The highest-ranked Developer will enter into negotiations with the RDA. If an agreement cannot be met, the RDA will notify the Developer and stop negotiations. Then the second highest Developer will enter into negotiations. This process may continue until a successful negotiation(s) occurs. The RDA reserves the right to cease any negotiations with any Developer should it be in the RDA's best interest.

3. *Completeness, Addenda, Rejection, Cancellation, Preparation Cost*

This Request for Proposals (RFP) has been prepared by the RDA and does not purport to be all-inclusive or to contain all of the information a prospective purchaser or developer may desire. No legal liability is assumed or shall be implied with respect to the accuracy or completeness of this RFP.

The RDA reserves the right to revise any part of this RFP by issuing an addendum at any time prior to the submittal deadline. The RDA reserves the right to accept or reject, in whole or part, all proposals submitted and/or to cancel this announcement if any such action is determined to be in the RDA's or the City's best interest. All materials submitted in response to this RFP become the property of the RDA.

The RDA will not be responsible for costs associated with preparing proposals. By submitting a proposal, each Developer agrees to be bound in this respect and waives all claims regarding such costs and fees.